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MEMORANDUM FOR: Chief, Intelligence School

13 August 1957

SUBJECT : Weekly Reports #32 and #33
31 July through 13 August 1957

Training Aids Production

Completed work this period:

- A. Intelligence I-10
 - 1. Change made on magnetic chart
- B. International Communism
 - 1. Four name plates
- C. Language and Area Training
 - 1. Design for cover, "Russian Basic Kit"
- D. Registrar/Training
 - 1. Minor adjustments to course schedules layout, for reproduction
- E. Intelligence B-10
 - 1. Lettering, 7 signs - instructor names
- F. Chief, Intelligence School
 - 1. Hand lettered title on chart for Management Training
- G. Intelligence School, Deputy Chief
 - 1. Hand lettered names on 8 notebooks
- H. Intelligence B-4
 - 1. Three posters 20" x 30" entitled "Your Assignment Overseas"
- I. A & E Staff
 - 1. Layout of new forms for testing
- J. Intelligence Orientation
 - 1. Four name plates
- K. Intelligence School, Deputy Chief
 - 1. Addition to "dummy" for "Studies in Intelligence" publication, hand lettered "Office of Training"
- L. Intelligence School B-8
 - 1. 20" x 30" chart, "Secretary, Miss Jones"
 - 2. Eight cartoons and lettering

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Work in production--end of this period

A. Intelligence School E-3

1. OTR Display 90% complete
2. OTR Display 60% complete
3. OTR Display 85% complete
4. Security Display 60% complete
5. Medical Display 60% complete
6. Personnel Display 40% complete

Items of Interest:

A. On 5 August 1957 [redacted] returned from overseas duty and assumed his new duties as Chief, VAS.

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B. On 7 August [redacted] returned from two weeks' annual leave.

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Chief, Visual Aids Section

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